



Part – Time Employment Opportunity
ADULT SPORTS COORDINATOR
(RECREATION LEADER SPECIALIST X) - \$16.15 PER HOUR

This Position is Open Only to Current PR&M Department Employees

The City of Long Beach, Department of Parks, Recreation and Marine, Community Recreation Programs Bureau, is seeking interested candidates for the position of Adult Sports Coordinator. This Adult Sports Coordinator position is assigned to supervise the City's adult volleyball league.

Duties and Responsibilities

- ❖ Effectively communicate with the public, school district personnel, and interdepartmental staff;
- ❖ Keep accurate records and documents;
- ❖ Order awards and equipment;
- ❖ Monitor officiating contract;
- ❖ Coordinate and conduct manager's meetings;
- ❖ Reconcile registration fees and generate statistical reports;
- ❖ Act as liaison with the Long Beach Unified School District to ensure reciprocal use agreements are being met;
- ❖ Assist with the front counter and telephones;
- ❖ Work independently and exercise good judgment.

Minimum Qualifications

- ❖ Prior supervisory experience;
- ❖ Excellent customer service skills;
- ❖ Prior sports league experience required;
- ❖ Ability to follow written and oral instructions;
- ❖ Computer experience (Microsoft Word, Excel and Access preferred);
- ❖ A valid California Driver's License is required.

Salary and Schedule

This position is offered at a Recreation Leader Specialist X level; the hourly rate is \$16.15. The successful candidate may work up to a maximum of 1600 hours per year, depending on workload, dependability, and availability. Work hours are flexible based upon approval, but candidate must be willing to work weekends and evenings.

Application Process

Only current Department of Parks, Recreation and Marine employees are eligible to apply for this position. Please submit a letter of interest and resume to Jeff Grant at the Blair Field/Adult Sports Office, 4700 East Deukmejian Drive, Long Beach, California 90804, **by the application deadline of Friday, June 16, 2006**. For more information, please contact Jeff Grant at (562) 570-8921.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187